

Weekly Priority Planner

Plan outcomes within real capacity. Keep evidence, dependencies and a clear definition of done beside every priority.

Capacity - fictional example

20 hours total - 6 recurring work - 3 buffer = 11 hours available. Three selected tasks total 9 hours; 2 hours remain. If selected work exceeds capacity, reduce scope or defer before committing.

Priority / hours	Done when	Dependency / schedule
1. Verify event / 2 h	Five source records reconcile; QA note saved.	Product access / Mon-Tue
2. Diagnose setup / 3 h	Five more sessions reviewed; patterns and unknowns recorded.	Permitted evidence / Wed
3. Draft test / 4 h	Brief and variant ready for review, not launched.	Diagnosis + design / Thu-Fri

Deferred and Friday review

Defer new-channel launch: weak link to the current bottleneck and 6 extra hours. On Friday record completed output, blocker, learning and carry-over. Re-plan unfinished tasks; do not quietly stack them onto next week.

Choose your three priorities.

Week of: _____ Business goal: _____

Total hours _____ - recurring work _____ - buffer _____ = available _____ Selected hours _____
 Remaining _____ Over capacity? Reduce scope.

Candidate / evidence	Hours	Dependency / choose or defer
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____

Selected priority / output	Owner / slot	Done when
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

Friday review

Completed output: _____

Blocked / decision needed: _____

What we learned: _____

Carry over or stop (and why): _____